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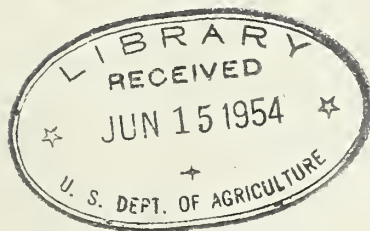


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WORK IMPROVEMENT *handbook*

A REFERENCE BOOK OF IDEAS AND SUGGESTIONS FOR BETTER METHODS



UNITED STATES DEPARTMENT OF AGRICULTURE
COMMODITY STABILIZATION SERVICE
PERSONNEL MANAGEMENT DIVISION

MARCH 1954

8-10-68

"To me, the business of the Government of the United States is the most important in the world.

"Everyone connected with this Government, from the President to the file clerk, must be acutely aware of the importance of the job to be done.

"We must all work together to see that our responsibility is fully and faithfully discharged."

Dwight D. Eisenhower

Foreword

Improvements adopted in one office lose much of their power for good because others do not hear about them. If all offices could share the knowledge of improvements taking place throughout the organization, they could often share the benefits as well. However, in a large agency like ours, it has been a most difficult job trying to exchange ideas. This Handbook may serve that end by making common property of useful ideas.

This practical time-saving reference book describes over 400 tested methods improvement ideas contributed by employees during the last few years through the suggestion system. The hundreds of idea stimulators are arranged and classified for easy reference which facilitates finding the topics of your immediate interest.

Brief as they are, and must be, the items should be readily understood. Additional information may be requested whenever you need it from the Personnel Management Division, Commodity Stabilization Service, Washington 25, D. C. Requests for additional information should give the Identification Number which appears in parenthesis at the end of the item.

All of these suggestions have saved money or time, increased production, or made the job easier. Become familiar with the Sections of the Handbook which pertain to your work and refer to it whenever a problem arises. Even ideas that appear to have purely local application should not be lightly dismissed. They sometimes suggest other profitable ideas that fit the different situation. Supervisors should make this book accessible to their employees in the hope that it will stimulate new ideas which they may develop as suggestions under the Incentive Awards Program.

If this Handbook proves to be of value, supplements will be issued from time to time. Consideration will also be given to the inclusion of improvements obtained from sources other than the employee suggestion system.

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1A ACCOUNTING

Use of a preprinted form worksheet for reconciling Disbursing Officers' cash accounts. (No. 205)

Eliminate obligation code number and consolidating certain codes, to reduce the number of codes used in fund accounting. (No. 803)

Use of a form to consolidate information received on Form PMA-459 "Monthly Appropriated Fund Transactions." (No. 300)

Preparation of SF-1014-A "General Ledger" in carbon interleaved manifold style, thereby reducing the cost of the present method. (No. 349)

Method of preparing analytical trial balance reports on bookkeeping machine rather than by use of a rough draft being transcribed to type. (No. 101)

1B BILLINGS AND COLLECTIONS

Simplified procedure for posting spread sheets in preparation of SF-1095 "Summary Statement of Disbursements and Collections by Appropriation Limitations." (No. 428)

Revise the method of providing the Eastern Photographic Laboratory with collection information on SF-1080 billings, and copies of the related ledger sheets, thereby eliminating the preparation of collection data memos. (No. 422)

1C EMPLOYEE ACCOUNTS

Development and design of a record card form to contain all personnel data including service record, pay data, tax deductions, and leave record in order to eliminate three separate forms now in use in county offices. (No. 444)

Improved procedure for processing death claims payable from administrative expense funds of the CCC, whereby considerable delay in processing the claim is eliminated. (No. 193)

Individual Retirement Record (CSC Form 2806) be posted prior to end of year with tentative calculations shown in the "gross" column, thereby reducing the peak load assignment at the end of year, since only a reconciliation of the postings with the IBM listing would then be necessary. (No. 99)

Use of Salary Charts to establish obligations in the maintenance of employees' accounts. (No. 158)

Use of a table devised for computing increases in obligations for personal services due to periodic pay increases. (No. 96)

Simplification of system for filing Standard Form 1130 "Time and Attendance Report" whereby one master file is maintained in alphabetical sequence without regard for organizational breakdown. This method eliminates the sorting process heretofore necessary prior to payroll preparation. (No. 51)

1C EMPLOYEE ACCOUNTS

Revised method for preparing Overtime and WAE payrolls by use of IBM listings and master cards. (No. 73)

Use of IBM listings as office work sheet in the preparation of orders for U.S. Savings Bonds. (No. 549)

Method of preparing Distribution Ledger Summary Cards for reports on expenditures for personal services. (No. 225)

Revised Periodic Pay Increase Table for computing the amount of the "Ol" obligation to be made due to a periodic step increase. (No. 387)

Use of a blanket release form in connection with the issuance of U.S. Savings Bonds to persons other than the purchasing employees, eliminating the necessity for signing a release for each bond issued. (No. 223)

Develop an Individual Leave Record Card (Form PMA 348) for use by employees in keeping their own record. (No. 114)

Individual Retirement Record (CSC Form 2806) for temporary employees be retained for a sufficient period of time to establish that employee will not be rehired, thereby eliminating the possibility of forwarding more than one record on the same employee to CSC. (No. 100)

Addressograph preparation of individual Time and Attendance Report saving time in the preparation of cards at each pay period. (No. 354)

Maintenance of one Time and Attendance record for the section, rather than separate records for each unit. (No. 423)

Preprint constant items on Form AD-36 "Certification for Lump Sum Payment of Annual Leave" such as agency and division, instructions for forwarding, etc. which will save extra typing operation. (No. 410)

Statement of sick leave to be stapled to the final Time and Attendance Report on separations from the service and reduction-in-force cases eliminating filing a copy in the individual's folder and posting the SF 1130 "Time and Attendance Report" (No. 95)

Use of addressograph plates for entry of name, reporting unit, agency, and pay period on individual SF 1130 "Time and Attendance Report" and a rubber stamp with check marks for inserting work day, number of hours, etc. (No. 886)

1D EXAMINATION AND CERTIFICATION

Discontinue method of mailing Notice of Suspension in connection with administrative vouchers. The notice to be attached to the voucher and mailed with the check by the Disbursing Office. (No. 177)

1D EXAMINATION AND CERTIFICATION

Affix backing sheet to original invoices for payment of administrative expenses, which will provide space for inserting account coding information and facilitate filing. (No. 870)

Use of Schedule of Computed Pay Periods and Computed Salary Charts in computing .01 Obligation and Salary Payments. (No. 159)

Elimination of one copy of Form PMA-37 "Notice of Suspension" used in connection with vouchers for passenger transportation by using the reverse side of the voucher file copy. (No. 191)

Elimination of certain information as shown on "examination copy" of SF-1080, 1034, 1012, 1113, and 1087 vouchers. (No. 215)

1E TRAVEL

Determining fiscal liability in the use of Government-owned vehicle for personal use by means of a formula, providing a more equitable reimbursement to the Government. (No. 192)

Unpaid Transportation Requests be recorded in a numerical listing and forwarded to a central office for consolidation, resulting in recoveries of overpayments, reduction of outstanding obligations, and disclosure of open memo copies of TR's paid. (No. 160)

Elimination of annual reports to Office of Budget and Finance to show the number of authorizations approved for movement of household goods incident to change of official station. (No. 23)

Use of a card record system to supplement the published travel guides when computing mileage shown on Standard Form 1012 "Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel." (No. 426)

Elimination of Form PMA-50 "Adjustment Record of Passenger Transportation" by substituting reverse side of Transportation Request and the unused ticket(s) for necessary information, thereby saving time in assembling, review, and filing. (No. 161)

Eliminate manually writing the continuous information on Journal Vouchers used to record liquidation of travel advances by preprinting the data on the forms. (No. 804)

Passenger transportation vouchers to be submitted by carrier to the Fiscal Branch monthly rather than on an individual basis to avoid processing as single items and the preparation of separate checks. (No. 454)

2A COMMUNICATIONSCORRESPONDENCE

Attaching envelopes on incoming mail in a uniform manner, making return address readily accessible and providing convenience in handling. (No. 433)

Conversion to window style envelopes for use of up to 50 percent of total office mailing and use of a printed dot on stationery and reproduced form letters to indicate starting point for typing addresses. (No. 321)

Elimination of transmittal letters when submitting regular reports to the Office of Budget, using blank report forms of Form AD-514 "Reference Slip" in lieu thereof, thereby reducing the amount of paper to be used, and filing space requirements. (No. 169)

Identify outgoing correspondence to elevatormen by a loading order number where possible and establish a correspondence file for letters of a general nature, thus avoiding a repetition of letters being sent to the same elevatorman. (No. 782)

Improvement in manner of assembling letters for initials and signatures. (No. 162)

Maintaining a control record on all "jacket" correspondence by use of a 3X5 card rather than using a card file and a book file for control in the Mail Unit. (No. 516)

Redesign of Form FAD-62 "Transmittal Record" to extend its use to all routine transmittals within PMA, eliminating the preparation of rough drafts and formal letters. (No. 133)

Revision of headings on book memoranda to eliminate repetitious typing of "PMA Commodity Office" nine times on each memo. (No. 440)

Use of addressograph machine to address envelopes to exporters in lieu of typing, thereby saving manpower. (No. 841)

Use of a rubber stamp to imprint letterhead on courtesy copies of correspondence to provide identification as to the originator for the persons receiving such copies. (No. 665)

Using a carbon copy of the covering "blue jacket" (for the Administrator's signature) thus eliminating the necessity for transcribing pertinent information from the jacket to another record. (No. 222)

Using mimeographed form letters in the Fiscal Branch for follow-up correspondence rather than compose and type new letters for each follow-up. (No. 348)

2A COMMUNICATIONS

CORRESPONDENCE

Using mimeograph method for imprinting return address and designation of class of mail on bulletin size envelopes instead of hand stamping such items. (No. 380)

Using a sheet of mimeograph paper as a wrapper for most mail to county and community committeemen in lieu of using envelopes, thereby making it easier to address and cheaper to mail. (No. 821)

MAIL CONTROL

Incoming correspondence to be routed to Chief of Section and after review, be further routed direct to individuals concerned rather than to Unit Chiefs which requires additional handling. Also suggests elimination of a mail log record of outgoing correspondence. (No. 423)

Maintaining a continuous record at the time of mailing of all U.S. standards and bulletins mailed out, thereby making it possible to keep accurate records of material distributed and saving time in computing reports. (No. 861)

Microfilming currency received in PMA to expedite its delivery to Fiscal Branch. (No. 401)

Redesign routing slip by eliminating the names of persons as shown, and substituting the station number together with the name of division, section, or unit, resulting in better and more accurate deliveries. (No. 482)

Transmitting all mail for the Washington office from all Live-stock consolidated units or services in the field, in one large envelope, thereby effecting savings in envelopes, reducing postal handling, and reducing the amount of work in the Departmental Postal Unit. (No. 290)

Use a rubber stamp to insure the return of copies of correspondence from the Office of the Secretary, the Administrator, and the Director's office, eliminating the need for additional typing or the use of handwritten notes. (No. 871)

MAILING LISTS

Elimination of one card file pertaining to office mailing list, using code card as only file, thereby saving typing and time consumed in checking. (No. 840)

2A COMMUNICATIONS

MAILING LISTS

Establish a mailing list code for CCC Report of Financial Conditions and Operations, using addressograph plates for addressing envelopes rather than typing labels and pasting on the envelopes. (No. 882)

Revision of procedure for handling mailing list of packers subject to the provisions of the Packers and Stockyards Act, by the elimination of the Washington review and other related activities. (No. 626)

MESSENGER SERVICE

Routing "rush" inventory documents within the office through regular messenger channels by use of a wallet type folder with tie and window pockets attached to side of folder, into which are inserted routing cards. This eliminates the necessity for clerical employees personally carrying these documents. (No. D-20)

Design of an 18-compartment mail cart for sorting, picking up, and delivering mail in the Kansas City Commodity Office. (No. 813)

PENALTY MAIL AND POSTAGE

Accounting for use of stamps by monetary value rather than by denomination, eliminating the need for separate records for each denomination in stock. (No. 681)

Furnishing non-franked mailing slips (Form PMA-28a) in single slip with ungummed backs instead of padded slip with gummed back, for use in addressograph machine to save time in separating the labels and correcting difficulties in the use of the addressograph machine. (No. 591)

TELEPHONE

Change in the method of inserting allotment advice numbers on Form P&O 28 "Telephone Toll Slip" eliminating excessive handling of the Form. (No. 149)

Coding Form AD-102 "Toll Call Certificate" with a serial number which will also appear on the telephone bill, thus making it easier to verify the bill. (No. 94)

Design of telephone equipment record card for ordering and recording telephone service and for allocating the resultant charges for the Brunswick Building, Chicago, thereby eliminating the need for writing letters of confirmation. (No. 294)

2A COMMUNICATIONSTELEPHONE

Preparation of a list of office organizational units and personnel for use of telephone operators in making proper referrals and locating persons in the Caribbean Area Office. (No. 307)

TELETYPE, TELEGRAPH

Consolidation of wire services in PMA, bringing together under one system the Market News leased wire teletype network and the Shipping and Storage teletype system used for handling messages dealing with CCC activities and miscellaneous matter. (No. 198)

Establishment of a teletype circuit as a receiving service for messages to certain Branches, reducing delay in transmittal and decreasing cost of messenger service. (No. 513)

Greater utilization of codes in inter-department telegrams and teletypes to indicate in one word the reference and date. (No. 252)

Installation of Type 102 Automatic Typing and Reperforator Machine to eliminate paper waste and reduce the time spent in forwarding messages through that relay point. (No. 62)

Installation of a TWX teletypewriter in the Commodity Office at San Francisco to be used in contacting the Los Angeles sub-office and others in the area in emergency matters rather than using long distance telephone at higher rates. (No. 391)

Sending book wires to PMA State chairmen and Administrator's fieldmen rather than sending separate wires to each State chairman and to each fieldman, reducing the number of wires. (No. 81)

Transmitting grain feed prices from Boston to Washington by teletype instead of via commercial telegraph. (No. 452)

Transmitting wire notices of shipments from PMA Commodity Offices to Food Distribution Branch area offices in one franked envelope instead of individual mailing of each notice by air mail. (No. 471)

Use of padded teletype sheets with preprinted constant items in connection with daily reporting of Dairy Purchase and Sales Activities. (No. 322)

Use of snap-out interleaved Form PMA-189 or SF-14 for leased wire messages, eliminating the necessity for inserting carbon paper between the original and copies. (No. 268)

2A COMMUNICATIONS

TELETYPE, TELEGRAPH

Using pre-carboned telegraph blanks to eliminate the time utilized in placing carbons between the original and the required copies. (No. D-14)

2B EQUIPMENT AND SUPPLIES

ADMINISTRATIVE

Cancel rentals of Western Union clocks within the Department and substitute therefor Government clocks, purchased outright, saving on original installation and accumulative savings every year. (No. 771)

Checking Division supplies and equipment periodically for unused articles and materials and reporting these surpluses to the property officer for transfer to another Division or return to supply room thereby cutting down expenses and waste. (No. 108)

Contract with one concern to provide for repair and maintenance of all typewriters located in the Area Headquarters Buildings in Chicago, Ill., and Kansas City, Mo., on a yearly basis with provisions for quarterly cleaning, overhauling, and with requirements for service calls when necessary, thereby eliminating the necessity of contacting different concerns for repairs to different makes of machines, and eliminating the need for numbers of Purchase Orders, Vouchers, etc. (No. 472)

Elimination of one step in the present method of preparing requisitions for supplies in the Fiscal Branch. (No. 520)

Furnish each Division of Fruit and Vegetable Branch with a list of the office supplies available in the supply room, including a brief description of the item, the choices of such, or the stock number. (No. 576)

New method for the verification of billings for duplicating materials furnished, which will eliminate the preparation of Form AD-14 "Request for Supplies, Equipment, or Service". (No. 557)

Reclassification of all published materials as expendable property, with the exception of large dictionaries or other books of similar value, which should be carried on the regular property accountability records, thereby eliminating the need for maintaining and submitting annual inventories and reports on non-expendable property. (No. 678)

2B EQUIPMENT AND SUPPLIESADMINISTRATIVE

Revamp the present system of maintaining non-expendable property accountability by abolishing the use of multiple cards for accountability and using instead a "deck" of punched IBM cards for use in control and in maintaining accurate inventories, thus saving manpower and time. (No. 834)

Revision of purchase specifications on Acco Fasteners in order to reduce the number of compressors (top sections) furnished since in the majority of cases the top portion of the fastener is not used. (No. 831)

Saving mimeograph correction fluid by adding wood alcohol or ditto fluid to bottles that are partially used, saving both correction fluid and stencils. (No. 145)

Use of standard printed fact book dividers with numbers printed thereon to save typing operation. (No. 484)

PROGRAM

Alter the standard box opener used by fresh Fruit and Vegetable Inspectors to facilitate breaking of straps and wires on export packages by a slot approximately $1/8$ " in width and $1/2$ " in length cut at a slight angle in one tine of a standard box or crate opener thereby saving time in opening boxes and crates. (No. 940)

Development and use of a small telescopic alidade in place of the larger and more expensive alidades on contract. (No. 411)

Discontinue the assignment of property numbers to the chassis of meat grading outfits thereby eliminating certain property records and saving much paperwork detail. (No. 649)

Improvement to the meat grading chassis used by graders thereby removing the necessity of replacing the spring and eliminates the need for alignment of the ink felts and saves time for the grader. (No. 751)

2C FORMS MANAGEMENT

Simplified method of preparing bar graphs or charts applicable to all situations where such forms are needed for graphic presentation of data for management and/or administrative purposes. (No. 399)

Redesign of Form AD-282 "Organization Chart Paper" to give better placement of charts, and eliminate waste of paper by removing necessity for trimming. (No. 22)

2C FORMS MANAGEMENT

Stocks of SF-1130 "Time and Attendance Report" made up in carbon snap-out sets. (No. 125)

Use of a cutter in separating rediset forms for distribution with special reference to Form ACP-206 and Form CCC-125 which usually become ripped or torn due to poor perforation or no perforation. (No. 586)

2D PRINTING AND DUPLICATING

Duplimat method of reproducing forms in quantities of 1,000 or less, resulting in a savings with no appreciable difference in the quality of work produced. (No. 241)

Eliminate FCIC copy when reprinting snap-out Form ACP-212 "Continuation Sheet." (No. 309)

Furnish mimeographed facsimile copies rather than the more costly photostat copies of dockets and delegations of authority. (No. 239)

Plan whereby more copies of a document may be prepared without necessity for reruns and proofreading. (No. 463)

Print headings for "Summary of Loan Reports Closed Out" on reverse side of PMA-254 "Loans Made by CCC", eliminating the typing of such headings. (No. 206)

Substitute sulphite paper for duplicating (ditto) paper because it has smoother texture, better appearance, lasts longer and costs a little less. (No. 600)

Type original material and ditto master simultaneously when preparing dockets and press releases. (No. 240)

Use of 3X5 cellophane sheets for placing signatures on stencils to prevent tearing or ripping. (No. 517)

2E RECORDS MANAGEMENT

CREATION CONTROL

ECA requisitions of agricultural commodities to be consolidated into one filing system, eliminating the duplication of certain documents in two files, misuse of file and storage space, excessive sorting, recording and filing. (No. 350)

Eliminate the alphabetical filing of an extra copy of outgoing correspondence in State offices which reduces the cost for time consumed in this extra filing operation as well as material used in the preparation of the copy. (No. 369)

2E RECORDS MANAGEMENT

CREATION CONTROL

Elimination of certain disbursement voucher files in the Fiscal Branch resulting in a savings of costs for recording, typing, filing and file space. (No. 793)

Revised procedure for filing Form CCC-125 "Disbursement Voucher" which eliminates a separate voucher file and duplicate filing. (No. 92)

FILING METHODS

File current abstracts of sales and purchase contracts in these two categories and in numerical sequence rather than by commodity and contract number, thereby eliminating the element of misfiling, and also saving filing space. (No. 329)

File bills of lading by use of a sorter rather than the slower method of leafing through the stack and placing them in order prior to filing. (No. 551)

Index file drawers by means of color cards rather than white cards, to indicate the types of documents filed therein. (No. 789)

Install a charge-out system for use in inventory lot card files, which would indicate to whom the card has been charged. (No. 526)

Prepare identification tabs for file folders in State offices by use of addressograph stencils rather than by typing gummed labels. (No. 364)

Use temporary (pending) folders in files to accumulate pertinent documents while the county elevator files are charged out to operating units, saving the need for rechecking the documents laid aside until the files are returned. (No. 384)

MAINTENANCE

File reports of Acquisition and Reduction in numerical elevator code sequence rather than alphabetically by name of elevator, as an aid in research and filing operations. (No. 781)

Maintain SF 1130 "Time and Attendance Report" files in alphabetical sequence without regard to organizational breakdown, to eliminate need for sorting cards prior to payroll preparation. (No. 51)

Proposes filing copy of Claim Determination in the contract folder thereby completing the file for future review. (No. 736)

2E RECORDS MANAGEMENT

MAINTENANCE

Reorganize the filing system to provide uniformity throughout the Fruit and Vegetable Branch office and to facilitate integration of divisional and sectional files with the Branch office central files when retiring the records to storage. (No. D-7)

2F SPACE AND PUBLIC UTILITIES

CONTRACTS AND LEASES

Developed a check sheet to be used in connection with individual leasing actions on space and public utilities, which serves (1) to act as a reminder of the documents and clearances to be secured, and (2) to provide a ready reference to the current status of a leasing action. (No. 359)

Use of thinner high-grade paper to enable typists to prepare the required number of legible copies of renewal contracts and leases in one typing operation. (No. 238)

Use of a form for reporting monthly to the various Washington branches on contract changes completed for their field offices, rather than using individual letters. (No. 286)

FACILITY IMPROVEMENT

Cafeteria serve large and small portions of certain food items with prices corresponding. (No. 143)

Development and procurement of uniform signs for all PMA county offices. (No. 438)

Paint digit number of each floor on wall opposite each group of elevators enabling elevator passenger to determine the floor number immediately upon opening of the door. (No. 820)

Use of toilet seat covers in women's lavatories, which will eliminate plumbing breakdowns caused by the use of heavier paper towels. (No. 656)

3A AUDIT

Combination audit program and check list for county office audits, aiding preparation for and review of the audit, and saves writing out affirmative and/or negative answers to questions. (No. 822)

Drafting audit reports on State Agency School Lunch operations and distributing agencies on a mimeographed outline form, thereby conserving time of auditor and saving typing costs. (No. 737)

Eliminate several copies of correspondence relative to audit reports, cutting down the number from fifteen to approximately seven, and resulting in avoiding reruns in order to get legible copies. (No. 75)

Method for handling closing audits on Labor Branch Farm Labor Supply Centers, whereby some 32 camps shipped records to one given point for audit. (No. 47)

3B BUDGET

Consolidate allotments for conservation materials and services and allotments for cash payments under one appropriation for the same program year. (No. 234)

Development of a form for listing breakdown of salary items reported on Form PMA-416 "Monthly Report of Operating Expenses" (No. 575)

Discontinue "Summary Statement of Commodity Reports by Dockets, National School Lunch Program, by CCC Office" and the "Consolidated Statement of Summary Allotment Ledger Transactions on School Lunch Programs". (No. 176)

Eliminate Forms DS-594 "Cumulative Statement of Allotments, Obligations and Expenditures by County, Program and Project," DS-594a "Summary Statement of Allotments, Obligations and Expenditures, for Programs and other Purposes," and DS-594b "Analysis of Ocean Transportation Costs, by Country." (No. 393)

Improve the method of preparing Fiscal Branch Work Measurement Report whereby the report is reproduced by the multilith process. (No. 132)

Man-hour table for use in preparing PMA-545 - Man-Month Reports, and Individual Time Distribution Record. (No. 746)

Plan for a consolidated method of preparation of monthly summary Allotment Ledger Transactions and Program Costs on two and three year old appropriations. (No. 165)

3B BUDGET

Prepare annual Man-year Report by using IBM equipment, eliminating the necessity for conversion of "number of days" to "man-years". (No. 392)

Revise method of requesting allotment of funds and issuing Allotment Advice Form (AD-549) thereby overcoming delays in processing. (No. 409)

Salaries shown on Form LS 226 "Monthly Income and Expense Report" computed on basis of actual number of working days rather than a straight monthly basis, thereby allowing one computation to suffice for the preparation of both this report and also Forms LS 59 and 59-1 "Monthly Report of Obligations. (No. 818)

Special salary table for use in the preparation of Analysis of Man-Months by Work Programs, designed to facilitate processing and produce uniformity in reporting. (No. 64)

3C INFORMATION SERVICES

Exhibits of Departmental activities and a catalog of points of interest for guidance of visitors to the Department. (No. 115)

Place return address on loaned out publications that are almost out of print, making it possible to be read by others without re-printing or charging for the service. (No. 605)

Uniform titling of CCC bulletins, supplements and amendments to facilitate filing and reference, to avoid confusion and decrease the time required in handling. (No. 261)

3D PROCEDURE-INSTRUCTIONS

Method of maintaining receipt of PMA instructions by series numbers rather than in one list without regard to series number, to increase the efficiency and accessibility. (No. 901)

Prepare a memo in lieu of PMA instruction when insufficient numbers of the instructions are received in State offices, thereby insuring that all manual holders are aware of current changes. (No. 540)

Simplify procedure for processing documents under the Potato Livestock Feed Program by using IBM tabulations rather than maintain detailed account on bookkeeping machine. (No. 421)

Simplify addressograph plate procedure by sending requests for changes of mailing lists through the Procedure Control Section, PMA, rather than through the Office of Information. (No. 156)

3D PROCEDURE-INSTRUCTIONS

Title of a procedural release and the date of issue to appear on all pages of the release to facilitate filing and future reference.
(No. 216)

3E REPORTS (GENERAL)

Adoption of a uniform outline by the Branches for use in systematic reporting of information for the Annual Report of the Administrator.
(No. 381)

Change in determining the number of copies of the "CCC Report of Financial Conditions and Operations" to be printed, thus preventing over ordering and over stocking. (No. 386)

Permanent columnar headings on recurring forms for reports of current operations. (No. 416)

Revise allotment expenditure reporting methods to save time in preparation of the report. (No. 933)

4A GENERAL

Use of a mimeographed form to route and record requests for identification cards and passes, which would eliminate the writing of memoranda by offices through which the requests are channeled. (No. 25)

4B EMPLOYEE WELFARE AND DEVELOPMENT

Establishment of a reading table and reference file for certain reports and publications to keep personnel advised and at the same time eliminate routing, handling, and sorting. (No. 413)

Advising county offices of travel itinerary of ACP State office program specialists by use of a circular letter. (No. 365)

Meetings of employees for the purpose of discussing reports and other information to acquaint them with all phases of PMA work. (No. 374)

Blood type of employee to be included on SF-78 "Certificate of Medical Examination" to provide a reference reservoir of blood types for emergency use. (No. 522)

Presentation of a series of "success" talks to employees. (No. 360)

4C EMPLOYMENT

A copy of "Request for Personnel Action" when an employee is being transferred to the jurisdiction of a different personnel office be forwarded to his previous personnel office, who would forward the employee's personnel folder, thereby eliminating the preparation of letters of request. (No. 711)

Discontinue 3-color scheme on Reduction-In-Force cards and use white cards for all retention categories eliminating the need for new cards on changes between retention groups and reducing the chance for error. (No. 509)

Establish a central file for Certificate of Medical Examinations (SF-78) and report to Bureau Personnel Offices only when medical requirements are not met. (No. 174)

Imprint the words, "Employment Officer" on SF-50 "Notification of Personnel Action" to eliminate the necessity for typing the words on each SF-50. (No. 217)

New employees to execute required forms prior to reporting for duty, thereby saving time of the induction clerk and the appointee and enabling new employees to get to their work more quickly. (No. 599)

4C EMPLOYMENT

Revise procedure for requesting personnel folders and leave record cards from Personnel Records Section, to provide that SF-50 "Notification of Personnel Action" bear typed request for such records rather than prepare transmittal requests. (No. 339)

SF-85 "Request for Report on Loyalty Data" be prepared prior to entrance on duty which will provide greater accuracy of information given and facilitate the processing on the appointment. (No. 431)

Substitute a form for monthly reporting of WAE employees in State offices in lieu of preparing letters and memos. (No. 483)

Substitute SF-50 "Notification of Personnel Action" in lieu of SF-52 "Request for Personnel Action" for furloughed and returned to duty seasonal workers, which will eliminate extra typing and verification efforts. (No. 582)

Use of rubber stamp on SF-50 "Notification of Personnel Action" when requesting leave records and personnel folders from other Government agencies for employees being transferred or reemployed, which would eliminate the preparation of transmittal letters requesting such records. (No. 924)

Use of a rubber stamp which will provide spaces for verifying the completion or postings of personnel documents on the face of SF-52, "Request for Personnel Action" filed in each folder, thus creating greater efficiency. (No. 417)

Loyalty check information to be shown on employee's service record card. (No. 967)

Place civil service status, position and grade, and name of agency on employee's service record card, thereby providing a consolidation of information needed in answering inquiries and also in preparing reduction-in-force data. (No. 701)

4D POSITION CLASSIFICATION

Combine Form PMA-628 (Rev) "Position Accuracy Certificate" and "Position Evaluation Report" resulting in the savings incurred in printing and stocking only one form, and consolidating necessary information onto one form. (No. 878)

5A EQUIPMENT

Dazor floating magnifier lights to replace the Brownie gooseneck safe-light lamps and separate magnifiers, permitting greater speed and accuracy, and eliminating the reprint of some enlargements. (No. 888)

Use of ammonia in glycerine baths used for processing prints, thereby freeing the baths of pests indefinitely. (No. 910)

Use of eight contact double throw switches for the instant reversal of dodging lights of contact printing machines. (No. D-25)

Use of a table for computing prices of "sales" prints at a glance, eliminating time required for mathematical computation and reducing element of error. (No. 913)

White frosted incandescent lamps to replace visible filament lamps used in contact printing machines, allowing improvement in diffusion of light, and eliminating filament "hot spots" and eye fatigue. (No. 893)

Suitable map cabinets for the housing of the new type aerial photographs. (No. 720)

5B METHODS

Combining German optical system with altered Riker arm and base to improve stereo. (No. 909)

Manual operation of focused projection cameras where lenses of varied focal length are used. (No. 911)

Plotting polyconic projection to eliminate the subdivision into five minute sections for slotted template laydown. (No. 908)

Use of ratio factor and image dimension conversion tables, saving 25% of the former calculation time required and also reduces possibility of error. (No. 914)

6A DIRECT DISTRIBUTION

Allocations of Section 6 and Section 32 commodities to Food Distribution Branch area offices to provide for both minimum and maximum carloading standards to permit further consolidation or adjustments in the best interests of the Government. (No. 745)

Design Form FP-58 "Request for Section 416 Commodities for Foreign Distribution", to simplify the processing of offers, acceptance and requisition methods. (No. 469)

Elimination of commodity ledger record (Form FP-55) determined to be no longer an essential need in operation of the program. (No. 389)

Method of handling the analysis of transportation payments under Section 6 of the National School Lunch Act changed to eliminate the necessity for review in Washington of bills of lading and the discontinuance of the submission of reports from commodity offices. (No. 388)

DELIVERY ORDERS

Elimination of the "green copy" of Form FP-54 "Delivery Order" and also the printing on the reverse side of all other copies used in recording overages, shortages, and/or damages. In lieu thereof, consignees would submit Form CCC 59 "Report of Cargo Over, Short, and/or Damaged" thereby simplifying the paper work incurred in recording differences. (No. 187)

Rearrangement of copies of the snap-out Form FP-54 "Delivery Order" to facilitate removal of copies in the sequence of operations. (No. 183)

Require distributing agencies to assign identifying numbers to Delivery Orders before the orders are sent to the Food Distribution area offices eliminating the necessity for advising such agencies which numbers had been assigned. (No. 766)

Revision of operating methods whereby all Delivery Orders received under one transmittal are assorted by destination and all Delivery Orders covering shipment to the same consignee are grouped. This eliminates preparation of separate documents for each Delivery Order involved. (No. 41)

Revision of procedures governing delivery order for shipments of commodities to recipients of the Alaska Department of Public Welfare to allow the San Francisco field office of Food Distribution Branch to deal directly with the PMA Commodity Office concerned. (No. 638)

MARKETING AGREEMENTS, SCHOOL LUNCH,
DIRECT DISTRIBUTION 6A - 6B

6A DIRECT DISTRIBUTION

DELIVERY ORDERS

Revision of procedure to provide for retention of "blue copy" of Form FP-54 "Delivery Order" in Transportation and Warehousing Division to serve as an operating copy until bill of lading or consignee's receipt is received from shipping representative. (No. 447)

"Weekly Delivery Order Shipping Report" to be abolished and the Food Distribution Branch furnished with the copy of the "Wire Notice of Shipment" which is sent to Food Distribution area offices, providing more current information to the Branch office in Washington. (No. 637)

6B SCHOOL LUNCH

Drafting audit reports on State Agency School Lunch operations and distributing agencies on a mimeographed outline form, thereby conserving time of auditor and saving typing costs. (No. 737)

Elimination of duplicate copies of Form FP-10 "Monthly Report of School Lunch Operations" and accompanying worksheets. (No. 184)

Elimination of Form FP-5 "Supplement to Schedule A" and substituting an announcement by Area Office permitting changes by unilateral action. (No. 846)

Elimination of Form FP-162 "Worksheet for Monthly Report of Participation, Cost, and Food Utilization", revision of Form FP-8 "School Lunch Office Record Card", providing sufficient space for columnar entries; modification of Form FP-10 "Monthly Report of School Lunch Operations", reducing the number of entries required. (No. 545)

Revision of the method for preparing vouchers covering reimbursements to private schools having agreements with PMA under the National School Lunch Programs. (No. 408)

Revision of method used in preparing Monthly School Lunch Specials list in connection with the promotion of purchases of plentiful foods, resulting in reduction of the number of stencils required and a reduction of pages in each publication. (No. 767)

Simplification of food analysis of meals served in the School Lunch program by the use of tables thereby eliminating the need for laborious mathematical computations. (No. 304)

7A COMMODITY STANDARDIZATION, GRADING, AND INSPECTIONMETHODS AND PROCEDURES

Use of a mimeographed form rather than a letter in requesting Weight and Inspection Certificates, providing improved follow-up control and saving manhours in typing. (No. 608)

Use of a rubber stamp for coding Weight and Inspection Certificates. (No. 918)

COTTON

Combine the previous Order Card and Shipping Notice forms used for cotton standards for grade and staple length, saving time consumed in filling out extra form. (No. 565)

Method of combing tufts from unblended sub-samples for fiber strength tests improved to reduce the number of strokes required. (No. 864)

New technique facilitating the making of Pressley tensile strength tests and lessens risk of fiber slipping at critical moment in the test, eliminating one-fourth of the steps in the process. (No. 713)

Raw material (cotton) be shipped to respective cotton classing offices where experienced employees would prepare grade boxes and ship to Washington, thereby saving per diem and transportation costs in detailing such employees to Washington for that purpose. (No. 44)

Reduce size of License Certificate form issued to cotton and linters classifiers, cottonseed samplers, and cottonseed chemists. (No. 566)

Reduce size of cotton sampler's bond form and make alteration in the date of performance period. (No. 567)

Revision of the Forms "Examination for License" and "Summary Sheet for Examination for Cottonseed Classifier's Licenses" which will permit more expeditious handling of examinations. (No. 712)

FATS AND OILS

Development of rapid and improved methods of soap analysis, aiding in expeditious shipments and elimination of demurrage charges. (No. 89)

Use of multilithed sheets or forms in the solution of partial and multiple correlations as a timesaver and an increase in accuracy. (No. 443)

7A COMMODITY STANDARDIZATION, GRADING, AND INSPECTION

FRUIT AND VEGETABLE

Improvement in system for recording the allocation and distribution of visual aid materials, and establishing a procedure for transferring accountability for such materials, encouraging more accurate control and thereby reducing loss and the resulting replacement. (No. 872)

Form FV 293 "Licensee's Service Record" revised to show "products inspected" since many inquiries are received for this information. (No. 853)

Method for identifying first issues from revisions of U.S. Standards and Market and Shipping Point Handbooks. (No. 467)

Use of plaster of paris stencils for the preparation of scar patterns on plaster models of fruits and vegetables. (No. 76)

Pay inspection charges on a monthly basis rather than by individuals invoice, which will reduce the number of schedules and result in man-hour savings. (No. 572)

Mechanical mixers and dividers for use in sampling shelled and farmers' stock peanuts, which increases accuracy and decreases the element of human error. (No. 852)

LIVESTOCK

Eliminate Shrinkage Test Card in connection with recording the results of sampling and testing wool by furthering the use of the Core Test Report. (No. 59)

Use of addressograph plates to imprint the continuing items on Meat Grading Service Fee Bills (Form LS-37) eliminating typing or rubber stamp operation. (No. 817)

POULTRY

Multiple mixer for reconstituting dried egg samples, which saves manpower and increases output of samples. (No. 832)

Proposes reducing the size of Form DA 104 "Poultry Inspector's Daily Report" as a means of saving paper and filing space. (No. 353)

Use of a simplified worksheet with instructions for the solution of simple correlation problems. (No. 212)

TOBACCO - NAVAL STORES

Use of a form for transmittal of bureau copies of Inspection Certificates used in the Naval Stores inspection work. (No. 858)

7B MARKET NEWS

Change time for circularizing market news mailing lists from January and February to sometime prior to December to avoid the postal rush season and to decrease the volume of work in the news offices during that time. (No. 439)

Discontinue that portion of the Citrus Distribution Report which investigation indicated was not wanted by enough people to warrant its continuance. (No. 703)

Elimination of the daily report of "Passing Destinations of Carlot Shipments through Florida Gateways" since truck shipments continue to increase and the rail report alone is not of sufficient value to the industry to warrant its continuance. (No. 823)

Elimination of protein report resulting in a savings in man-hours. (No. 461)

Obtain carlot passings report on fruit and vegetables shipped to New York through use of telephone call from local freight office rather than by Western Union wire from Hornell, N. Y. (No. D-8)

Redesign of Form LSM-46 "Hogs Purchased for Slaughter" which would eliminate three forms presently used in recording the data. (No. 604)

Revision of method of compiling data on fresh fruit and vegetables and tree nuts whereby each card could be used for an entire year. (No. D-26)

Transmit fresh fruit and vegetable market conditions and prices to Trans Lux Crispo by code rather than in English, and use carbon copy for report over the market news wires the following morning. (No. 825)

Use of a combined heading for all Market News Reports released by the Thomasville Market News Office, which saves time in cutting stencils and in reproducing. (No. 213)

Use of IBM system for the preparation of statistical reports (100 cities unload report-1950) and having the reports reproduced by multilith. (No. 580)

Use of a work sheet for computing average cost and weight of slaughter steers, thereby abolishing repetitious entries and much detail. (No. 248)

8A PROGRAM AUTHORIZATION

Distribution of Form PMA-171 "Program Authorization" issued by Fruit and Vegetable Branch as authority to initiate operations under price support programs will be effected by that Branch only, eliminating the necessity for the copy previously released by Fiscal Branch. (No. 383)

Eliminate the State office practice of returning signed copies of Form PMA-171 "Program Authorization" to Washington. (No. 631)

8B COMMODITY INVENTORY DISPOSITION

Elimination of extra copies and typing of an authorization form used in obtaining approval of the Director of Sales of out-of-condition commodities, whereby such approval may be noted on the worksheet. (No. 819)

Overprint, by mimeograph, on the Chicago Sale Confirmation form the information which was formerly typed on. (No. D-15)

Revision of Form KC-430, Rev. No. 2 "Memorandum Consignment Sale" and Form KC-463 "Commodity Sale Authorization" so as to permit the two forms to be typed in one operation. (No. 496)

Use one form to replace the three forms used in the "Export Program" in the execution of Exporters' Declaration of Sale and Intent to Export citrus products, apples, and pears. (No. 632)

8C CONTRACT POLICIES AND PRACTICES

Incorporate in Purchase Announcements and Contracts the "terms and conditions" thereof, which will eliminate the issuance of short announcement and enclosure of copies of the offer form. (No. 695)

8D PURCHASES, LOANS, AND PURCHASE AGREEMENTS

Revision of form for transmittal of settlement documents from county offices to the State offices in order to expedite and simplify the processing and audit of such papers by segregating the documents into classes in the county office instead of in the State office. (No. 343)

Use of a rubber stamp attached to the end of a pencil to be used for coding Producer's Notes while checking Note and Loan Agreements, thus saving time and reducing margin of error. (No. 315)

LOANS

Combine CCC Extended Reseal Form 1 and CCC Extended Reseal Form 2. (No. 644)

8D PURCHASES, LOANS, AND PURCHASE AGREEMENTSLOANS

Flow chart for use of lending agencies and county committees in handling indirect CCC loans. (No. 942)

Preparation of a special form CL-8 "Report on Debtor" for use in claims when the county committee is unable to make collection of a loan deficiency and legal action is recommended. (No. 692)

Revised method for processing and recording deliveries or forfeitures of loan collateral, which results in a savings of man-hours. (No. D-19)

Revision in the loan rate and extension proof procedure in connection with acceptance of cotton loans in order to perform a major portion mechanically. (No. 774)

9A GENERAL

Use of a master heading for statistical listing sheets which is transferable from one sheet to another. (No. 3-C)

9B AGRICULTURE CONSERVATION

Consolidation of allotments for conservation materials and services and for cash payments under one appropriation for the same program year, saving time in the issuance of allotments and amendments thereto. (No. 234)

Eliminate one copy of 1951 "ACP and Sugar Applications for Payment" forms, resulting in reduction in filing space and providing faster payments to farmers. (No. 568)

Eliminate the FCIC copy of Form ACP 212 "Public Voucher Continuation Sheet for Scheduling Payments under the Agriculture Conservation Program. (No. 309)

Eliminate GAO pre-audit difference statements where error due to incorrect computation is \$1.00 or less in connection with ACP application for payment. (No. 287)

Revision of procedure for handling ACP set offs to provide (1) preparation by the county committees of notice to creditor agencies and forwarding to State Committee with application for payment; (2) Request by State Committee for return to State office of all checks for account of CCC at time the Committee schedules applications for payment to the regional disbursing office; (3) on return of checks, matching to proper allocation advice and depositing of checks by State Committee. (No. 679)

Simplified method for the preparation and approval of county office ACP handbooks by use of standardized forms. (No. 498)

Substitute a memo form in lieu of the preparation of correspondence to be used in returning suspended field sheets listing measurements of completed diversion terraces as prepared by county ACP supervisors. (No. 367)

Use of a form to be mailed to farmers every fifteen days advising them on eligibility and cash practices, to increase enrollment in the program. (No. 1-C)

Use of a form to maintain and control county program funds and list practices approved, facilitating the preparation of the Monthly Report of Progress. (No. 2-C)

Use of mimeographed form letter in lieu of individual letters to notify counties regarding results of checking conservation practices C-5 "Stock water dams" and A5 "Erosion control dams. (No. 366)

9B AGRICULTURE CONSERVATION

Uniform practices for handling claims incident to shipping conservation materials, accomplished through issuance of a detailed statement of principles. (No. 93)

9C CROP INSURANCE

Submit a Cotton Crop Insurance Interest Factor Table for saving time and increasing accuracy in computing interest due on crop insurance debts. (No. 4-C)

9D FIELDMEN

Fieldmen arrange group meetings of 3 or 4 counties at one time in order to present information of the State Committee Fieldman conferences to the counties at an earlier date. (No. 363)

Improved the agenda for Fieldmen's-State Committee conferences with a view toward providing time for discussion of problems of specific programs. (No. 721)

Improved the "Fieldman Plan of Work and Daily Report" blank, enabling the work to be kept current. (No. 722)

Request that Fieldmen who resign will turn in handbooks, dividers, and binders avoiding expenditures necessary for replacements. (No. 368)

9E MARKETING QUOTAS AND PRODUCTION ADJUSTMENT

Redesign of acreage allotment notices in order to facilitate the use of window envelopes when mailing. (No. 263)

Revised Form PMA-593 "Notice of Measured Acreage" by placing the form on a postal card, thereby eliminating the need for envelopes and the folding and stuffing operations. (No. 451)

Tobacco memoranda of sale be sorted on the various markets by field assistants prior to submission to State Office, enabling the counties to file them at an earlier date for production and yield purposes. (No. 456)

10A ACCOUNTING OPERATIONS

Revised method and form for preparing the monthly analytical trial balance used in reporting to the central office the net change in the appropriated fund accounts. (No. 519)

Change in numbering, filing, and control of journal vouchers, whereby each originating unit maintains its own control of journal voucher numbers. (No. 680)

Discontinuance of the Register of Disbursements maintained in connection with disbursements in transit, and substitute in lieu thereof copies of the Schedules of Disbursements. (No. 102)

Elimination of titles on accounting documents which require the manual insertion of the title. (No. 657)

Use of a numbering stamp for affixing numbers to Schedules of Collections and accompanying documents to speed up operations. (No. 634)

Revision of "Register Request" form used in connection with cotton reconcentration program whereby it will include preprinting of uniform information. (No. 434)

Use of last available unit price in lieu of previous month's unit price, resulting in the elimination of back logs. (No. 385)

Combining three rubber stamp operations into one in posting voucher number, date, and number of days on IBM cards, thereby eliminating the necessity of stamping each card three separate times. (No. 541)

BLOCK CONTROL

Revision of method for the maintenance of control records for processed commodities accounting transactions resulting in greater accuracy. (No. 653)

Discontinue the preparation of extra copies of loan blocks on TC-49 from which the credit to 3540 subsidiary card is posted, and that one posting in total from the loan register be made to a subsidiary ledger card entitled 3540 (TC 49). (No. 700)

Method of blocking issued copies of CCC Sight Drafts received in connection with the 1949 Cottonseed Program, thereby reducing the number of blocks required in transmittal. (No. 676)

Use of a form in processing block vouchers to eliminate numerous entries daily for the same commodity. (No. 768)

Utilization of Federal Reserve Bank's letter of transmittal to control batches of paid checks in lieu of special batch control register. (No. 699)

10A ACCOUNTING OPERATIONSBLOCK CONTROL

Revision of the "Block Control Record Form" for accounting documents to Machine Operations Section, and preprinting same. (No. 204)

Use of a snap-out manifold block voucher rather than individual forms requiring inserting and removing carbon paper. (No. 920)

LOANS

Revision of CCC Form 500 "Repayment Record" to provide adaptability for use as a more nearly continuous record of several payments on one loan. (No. 550)

Use of an IBM card in lieu of the short loan form in connection with producers' loan agreements, providing a cross reference file for research purposes. (No. 661)

Revision of Loan Instruction 554-6 pertaining to the preparation of sub-control reports PMA 244, 245, etc.; to provide change in sequence of Balance Forward preparation so that reports may be obtained from B/F cards. (No. 717)

Liquidating wool loans and maintaining a control over ratio of loans outstanding to inventory on hand. (No. 67)

Use of a coding chart in processing loan documents, which increases accuracy and provides a condensed guide of various instructions and information. (No. 636)

Eliminate unessential steps in recording repayments on indirect loans, such as the punching of interest collected. (No. 527)

Discontinue Farm Storage Settlement Worksheet for individual loan settlements, and punch a master loan card directly from Form CL 7 "Farm Storage Settlement". The suggestion would reduce time consumed in preparation of the loan register. (No. 544)

INTEREST

Use of IBM multiplying punch for mechanical computation of interest on grain loan notes. (No. 98)

Revised method of vouchering TC-540 registers--repayment of interest charges on loans. (No. 684)

Use of an "interest table" in computing principal and interest on price support loan repayments. (No. 569)

10A ACCOUNTING OPERATIONS

INTEREST

Change in method of scheduling loans for purchase from Lending Agencies to promote faster processing and effecting a savings in interest. (No. 296)

Use of a chart to simplify present method of making interest calculations. (No. 171)

SIGHT DRAFTS

Discontinue running adding machine tapes of issued sight drafts received with transmittals, since such verification is also accomplished by key punch. (No. 724)

TRANSACTION CODES

Discontinue use of document code No. 22 intended as a reference to the document supporting the accounting entry. (No. 815)

Development and use of a schedule of transaction codes and account numbers including codes on drafts in connection with loan and purchase programs of fresh and processed commodities. (No. 446)

Eliminate the use of lengthy word descriptions for the various transaction codes used, resulting in a savings of time in posting and coding. (No. 739)

10B ACCOUNTS AND SUBSIDIARY RECORDS

Discontinue transcripts of allotment ledger accounts for program accounting since they are no longer required. (No. 420)

Use of a Daily Sales Register for Recording Sales to Section 32 under Program OC-95A, Dried Fruit. (No. 71)

Use of Posting Journal instead of Journal Voucher in closing accounts each month, resulting in a savings of time and the elimination of errors. (No. 119)

GENERAL LEDGER

Revision in method of maintaining Sub-Ledger Control affecting Account 1401 - Loans held by CCC. (No. 245)

Furnish an additional tabulation in the analysis of Account 2401, eliminating, with the possible exception of one, the reconciling worksheets. (No. 765)

10B ACCOUNTS AND SUBSIDIARY RECORDSGENERAL LEDGER

Elimination of certain controls in General Ledger Accounts. (No. 453)

Substitute two proposed forms ("Post Closing Trial Balance" and "Statement of Income and Expense") for the present CCC General Ledger Trial Balance. (No. 597)

Elimination of detailed listing of all outgoing and incoming transfers in connection with the preparation of the monthly analysis of Account 6701, sub. 3. (No. 466)

10C BILLINGS AND COLLECTIONS

Use of a form Collection Letter in lieu of individual letters in transmitting collection items to commercial banks. (No. 805)

INVOICING

Use of IBM listings to support billings (SF-1080) for program OC-95a "Dried Fruit", thereby eliminating the preparation of rough drafts of "Detail Schedules" and also eliminating two checking processes. (No. 88)

New method for multiple billing operation which eliminates considerable detail when the freight rate and price per bushel are the same for each carload movement. (No. 907)

Eliminate the typing of detailed information from Form Fis-395 "Loading Order Settlement Sheet" to form PMA 111 "Invoice" by substituting the statement "Amount due CCC as per attached Form Fis-395". (No. 561)

Elimination of minor totals by ticket number on the listings of unmatched items (sales and invoices) in the Accounts Receivable Unbilled Balance. (No. 800)

Use ditto duplicating method for constant items on Form PMA-111 "Invoice" to eliminate typing operations. (No. 178)

Improved method of handling and controlling adjustments and supplemental invoices on sales of cotton by use of a revised form. (No. 435)

Preparation of a punch card for each commodity invoice rather than for each carlot invoice. (No. 110)

10D EXAMINATION AND PAYMENTS

CLAIMS

Use of a stenciled form for requesting zero balances from the Tabulating Unit, rather than the preparation of a typed memo. (No. 86)

Extension of time limit on over-age receivables from 120 days to 180 days thereby eliminating the processing of many cases and the preparation of correspondence to the carriers requesting payment of the claims. (No. 921)

Use of a form as a Claim Record in recording claims disclosed by C&I Reports, Audit reports, reclaims and correspondence indicating claims by and against CCC. The form insures proper recording and serves as a basis for posting in the accounting records. (No. 750)

Discontinue use of Form KC 98 "Claimant's Release" an indemnity bond form protecting carriers against duplicate claims which might be filed based on original documents retained by PMA Commodity Offices. Substitute the phrase "CCC hereby agrees to protect _____ et al from duplicate billing on the claim herein described." The insertion to be made by use of a rubber stamp on all claim documents. (No. 397)

Revised form to enable Claims Examiners to request needed information from various divisions, sections, etc., replacing cumbersome worksheets previously used. (No. D-21)

Utilize IBM listings to eliminate the use of a mimeographed worksheet and to serve as supporting detail to the claims determination form. (No. 562)

File a copy of the Claim Determination in the contract folder thereby completing the file for future review. (No. 736)

FOREIGN CURRENCY

Use of a chart in formulating the conversion of freight bills from Canadian funds into United States funds. (No. 749)

Payments to Canadian creditors of CCC made through Canadian Bank, thereby effecting a savings in discount rate. (No. 851)

TRANSFERS

Development of Form PMA-466 "Transfer Voucher Register" to replace worksheets and eliminate manual insertion of continuous headings, and also eliminates preparation and maintenance of two worksheets. (No. 109)

10D EXAMINATION AND PAYMENTSTRANSFERS

Changes in procedures in connection with accounting transfers between offices, resulting in a savings of time in computing and verifying Transfer Vouchers and Monthly Verification wires. (No. 164)

Elimination of Form PMA-466 "Transfer Voucher Register" and consolidation of data therein with Form PMA-141 "Transfer Voucher". (No. 450)

Uniform procedure for making correction entries to adjust transfers between PMA Commodity Offices, whereby each transfer voucher will show the transaction code used in the originating office, which will facilitate preparation of the consolidated statement in Washington. (No. 524)

Elimination of transfer voucher transmittal letter, resulting in a savings of supplies and man-hours. (No. 609)

Combine block voucher CCC-266 and PMA-141 "Transfer Voucher" for direct transfers and terminal transfers of commodities of one kind to other area offices, thus consolidating the position sub-account entries. (No. 691)

Stripping operations in connection with processing transfer vouchers between Kansas City and the Dallas Commodity Offices be performed in Kansas City. (No. 783)

Elimination of Form CCC-755 "Voucher of Applied Receipts" used in recording transfers of funds from other offices and PCA collections reported by Federal Reserve Banks. (No. 829)

VOUCHER CONTROL

Discontinue the use of Form CCC-125 "Public Voucher-Purchase Programs" in connection with the payment of freight bills. (No. 530)

Revision in PMA Instruction 228-7 to eliminate showing the amount chargeable to the appropriation on the original and copy of the voucher in instances where the total amount of the voucher is chargeable to only one symbol and appropriation. (No. 775)

Consolidation of four separate records used in connection with the recording of vouchers received and mailed on the payment of various warehouse charges. (No. 698)

Use of a rubber stamp for affixing Program Codes on Public Vouchers rather than coding the vouchers by hand in pencil or ink. (No. 353)

10D EXAMINATION AND PAYMENTS

VOUCHER CONTROL

Typing a ditto carbon while typing the original voucher thereby eliminating the need for re-runs to supply sufficient number of copies. (No. 790)

Improving voucher activity in PMA Commodity Offices thereby saving time in computing, preparing, etc. (No. 113)

Revised procedure for filing Form CCC-125 "Public Voucher - Purchase Program" which eliminates a separate voucher file and duplicate filing. (No. 92)

10E FINANCIAL REPORTS

Typing of constant items on CCC Report of Financial Conditions and Operations, resulting in more rapid preparation of the report and earlier availability. (No. 163)

Elimination of the Washington Program Cost Report since the information is duplicated in the Washington Summary of Allotment Ledger Transactions. (No. 642)

10F MACHINE OPERATIONS

Simplified method of punching cards from adjusted invoices rendered to Publicker Industries, Inc., resulting in savings in time and eliminating the merger of certain files. (No. 791)

EQUIPMENT USAGE

Development of a tool for preparing "skip bar" to desired shape for use in IBM keypunch and verifying operations. (No. 179)

Use of salmon colored IBM cards (Forms PMA-520 and -521) to distinguish between types of entries in accounting for bulk grain inventory. (No. 299)

Set up IBM plug-board layouts on a consistent columnar basis for running listings on flat stock paper for use of inventory research and position accounting purposes, thereby eliminating 3 plug-board layouts and resulting in saving time and money. (No. 866)

Use of bursting machine to eliminate necessity for carbon stripping and bursting tabulated listings manually. (No. 521)

Use of the Remington Rand Multi-sort Machine for sorting and filing Schedules of Collection and Certificates of Deposit. (No. 214)

10F MACHINE OPERATIONSINVENTORY TRANSACTIONS

Reversing the order on IBM daily summary inventories of grain loaded in or out of terminal elevators by grade and class within protein by indicating the lowest amount of protein content first. (No. 807)

Preparing IBM inventory listings of wheat by grade and class, providing a subtotal for each grade and subclass number, eliminating time consumed in such segregation by hand. (No. 445)

Installation of IBM test runs of financial and position inventory for basic and processed commodities. (No. 90)

Discontinue the preparation of Inventory Record (Form PMA 553-2) substituting in lieu thereof the records of the T&W Division which are more current and already available. (No. 845)

Developed the "Inventory Disposition Transaction Record" form to replace the "Inventory Transaction Record" and save manhours in preparation of form, reviewing, filing, and key-punching operations. (No. 34)

LISTINGS

Reproducing the Uniform Grain Storage Agreement warehouse listing in a more expeditious manner from IBM tabulation listing. (No. 593)

Revised rubber stamp with date included for identification of IBM listings to avoid stamping each listing twice. (No. 324)

Revision of tabulated listings used in the preparation of CCC-244 Loan Reports, to eliminate programs reflecting no change. (No. 714)

PROCEDURE TECHNIQUES

Computing and spreading warehouse and compression charges mechanically and simultaneously with freight charges by use of tabulating equipment. (No. 875)

Development and adoption of the technique of progressive digitizing to machine operations eliminating much statistical work in making available basic data for color studies under any lighting system available. (No. 91)

Preparation of summary cards by Tabulating Unit for report purposes from special tabulations, which will provide a simplified Daily Register. (No. 617)

10F MACHINE OPERATIONS

INVENTORY TRANSACTIONS

Procedure to expedite the matching of transit debit cards with the unmatched credit cards in order to effect transit adjustments, eliminating back-tracking in searching for unmatched credit cards. (No. 424)

Revision of the tabulating procedure FI 552.415, Section IV - 1, Accounts Receivable Unbilled Daily Operation, resulting in savings in time, labor and forms. (No. 836)

Tabulating Unit to place sales numbers on Form 552 "Trust Order" eliminating one complete transaction of the 8-part fanfold form. (No. 672)

Use of common sequence arrangement of punch cards for furnishing information on accounting or reporting in connection with U. S. Foreign Relief and Foreign Aids Programs. (No. 150)

Use of IBM equipment and procedures in the maintenance of wool merchandising statistics, thereby eliminating research of differences between the purchased and sold quantities. (No. 118)

Use of a tabulating card system designed to reflect the status of reconcentration orders under the Cotton Loan Program, providing a savings in manpower as well as making it possible to keep the records always current. (No. 355)

11A COMMODITY AND INVENTORY MANAGEMENTCOMMODITY INSPECTION

Elimination of typing of duplicate information to the State Grain Inspector's Office for releasing inspection certificates to warehousemen by attaching extra copy of the release to the form letter going to the inspection departments. (No. 547)

Reduction in the number of copies required of Form TW-42 "Request for Commodity Inspection" thereby reducing the cost for materials, handling, etc. (No. 319)

Transportation and Warehousing Division furnish a copy of Form TW-42 "Request for Commodity Inspection" to the Fiscal Division immediately upon issuance, thereby eliminating to some extent delays in payment of invoices. (No. 643)

INVENTORY MANAGEMENT

Elimination of the index card file used to reflect shipments of commodities to storage and substituting in lieu thereof a loose leaf register, which will permit perpetual inventories and eliminate possibility of lost cards. (No. 330)

Revised method for maintaining inventory records on bulk commodities which provides a more current inventory and at the same time reduces manpower. (No. 497)

11B COMMODITY MOVEMENT

Revision of procedure for processing shipments of dry edible beans by combining registers and eliminating file cards, reducing excessive handling and filing of documents. (No. 404)

Use of the new form Commodity Credit Corporation 90 "Claim for Loss and/or Damage, Overcharge, etc." to replace four (4) forms previously used in preparing claims against carriers handling bulk or processed commodities and warehousemen storing fresh and processed commodities (including bulk oils). (No. 727)

Use of a "Vendor Contract Card" as a posting media whereby necessary record of shipments are compiled, thereby eliminating the need to search numerous files and records. (No. 124)

Elimination of Item 8 from FAS messages resulting in a savings of manpower in checking the item as well as a reduction in cost for teletype service. (No. 53)

One Form PMA-375 "Consignee Receipt" be prepared grouping shipments to the same consignee, on the same date, and of the same commodity regardless of origin points. (No. 182)

11B COMMODITY MOVEMENT

Proposes that Fiscal Division take entire action on all Forms PMA-375 "Consignee Receipts" not having freight charges and covering local livestock feed movements of potatoes, abolishing the extra copy prepared for Transportation and Warehousing Division and consolidating the present file in T&W with the Fiscal Division file. (No. 748)

Active and inactive Forms SS 154 "Forwarding Notice and Non-negotiable Receipt" be filed in one folder for the warehouse, eliminating an extra Warehouse File. (No. 548)

LOADING ORDERS

Simplified method of determining average test weights, protein, moisture content, etc., in working settlement of terminal loading orders, whereby it is unnecessary to submit the loading order file to calculating machine operators for computation of average on an individual car basis. (No. 795)

Proposes that the State desk retain 5th copy of Form 40 "Loading Order and Shipping Instructions" for use in answering inquiries and for application purposes, thereby eliminating the necessity for a detailed record of loading orders issued. (No. 763)

Use of a rubber stamp on loading order work sheet to indicate progress of shipping requests through the office, thereby speeding up the completion of the loading order. (No. 715)

Use the bushel factor in computing grain loading order settlement values, eliminating the necessity of individual computation in the case of items containing dockage and also eliminates the division operation. (No. 770)

Revised method of determining whether loading orders have been issued against farm stored deliveries to country and terminal warehouses, and expediting securing warehousemen's invoices for services performed in connection with the transactions. (No. D-18)

Proposed that a notation be placed on loading orders in ordering wheat out of elevators containing only wheat of high protein content when ordinary wheat would meet the requirements, to the effect that ordinary wheat may be substituted. (No. 197)

Proposed the revision of Form KC 65 "Loading Order Settlement" to make the form more practicable and to provide a clearer understanding to the warehousemen of CCC settlements. (No. 794)

NOTICE TO DELIVER

Redesigned Form SN 219 "Notice to Deliver Worksheet" placing items in same sequence as the Notice to Deliver, which facilitates transcription of information. (No. 395)

11B COMMODITY MOVEMENTNOTICE TO DELIVER

Use of carbon inter-leaved snapout continuation sheets in connection with Form TW-107 "Notice to Deliver", eliminating typing of headings for columns on plain paper and inserting carbon between eight sheets of paper for copies. (No. 398)

Consolidation of three records concerning Notices to Deliver, namely the SS 151 "Register of Order Numbers", "Notice to Deliver Register," and "Daily Mailing Register", thereby removing duplication of effort and conserving materials. (No. 328)

Improved method for suspense filing and documenting of abstracts and Notices to Deliver, which will create a master file for completed cases and abolish duplication in filing. (No. 327)

Use of a form transmittal in lieu of typing letters forwarding Forms TW-107 "Notice to Deliver" in connection with allocation and shipping of commodities under Section 416 program. (No. 449)

Elimination of Form KC-335 "Check Sheet" used in connection with the preparation of Notices to Deliver as it serves no useful purpose. (No. 331)

Proposed revision of CL Form 15 "Commodity Delivery Notice" bringing all sections of the form to be completed by typewriter to the face of the form, thereby facilitating typing of the form.. (No. C-3)

11C STORAGE EXPANSION

Revision of PMA Instruction 669-2, dated 8-16-50 on Grain Summary Report to eliminate grain summary reports for June and November. (No. 507)

Development of an improved paint formula for use on CCC steel bins which was cheaper and lasted longer than any paint used before. (No. 74)

Proposal to maintain complete bin and equipment inventory records on one ledger instead of on both card file record and ledger system in the Ohio State PMA Office thus saving time, eliminating margin of error, and still all data would be readily available for reference. (No. 284)

11D TRANSPORTATION

Consolidation of three forms previously used in the Kansas City Commodity Office in releasing of cars to carriers after inspection. (No. 346)

11D TRANSPORTATION

Method of shipping wheat to Greece on berth-to-berth basis providing a savings in rates. (No. 66)

Proposal relating to manifesting of railroad cars and issuing diversion notices which eliminates preparation of confirmation letters and saves time consumed in handling excessive documents and postings. (No. 196)

Revision of format used on Tariff Index Card simplifying the recording of information on the card. (No. D-23)

Revision of procedure for recording number of cars transporting PMA commodities arriving at inspection points and released to carriers, eliminating use of a 17 x 14 accounting pad by providing a more permanent type of record and consolidating recordings. (No. 686)

When grain is transferred from one car to another carriers should give car numbers and initials of both cars to avoid confusion in matching up documents after shipment is completed. (No. 494)

CAR CARDS

Inbound route be indicated on car cards to eliminate checking the bill of lading or transit record book for the information when determining the most economical port of export. (No. 614)

Proposal covering preparation of car cards covering shipments of grain, flaxseed, and soybeans to seaboard elevators for export, whereby the cards would be rubber stamped indicating consignee rather than handwriting the information. (No. 325)

Revised car card to provide more adequate space for postings and eliminates duplicate postings. (No. 68)

FREIGHT BILLS

Form CCC-811 "Work Sheet Control" to be used in determining the carrier's liability, which will enable claims clerk to follow a systematic sequence of the factors involved in determination of the liability. (No. 250)

Bills of lading to be held in suspense file pending receipt of freight bill from carrier at which time they be processed for payment and entered into the freight payment book. This will complete the recording in one operation. (No. 731)

Carrier agents transmit recorded copies of freight bills directly to commodity offices, thereby preventing possible loss of documents and expediting action. (No. 323)

11D TRANSPORTATIONFREIGHT BILLS

Elimination of IBM cards as an "in-transit" file because properly executed bills of lading are sufficient authority to certify freight bills for payment. (No. 787)

Elimination of Form PMA-37 "Notice of Suspension" in connection with freight bills, since the information thereon is duplicated on the carrier's copy of the freight bill. (No. 298)

File one copy of the freight bill in a separate file by car number for use of the Claims Officer, eliminating checking car book later to identify and remove freight bill for claims adjudication. (No. 664)

Forward freight bills showing an ex-car and new car number to the diversion clerk after charges are audited rather than prior to audit. This would allow for amendment of confirmation of releases, diversion, or reconsignment, resulting in earlier clearance of settlement of transportation charges. (No. 495)

General Accounting Office to utilize Freight Billing Guide for information required in re-audit of paid freight bills rather than forward lists of "Information Requests" to the Fiscal Branch. (No. 180)

Method for suspense filing unmatched freight bills and bills of lading, aiding in locating these documents at a later date when supporting documents are received. (No. 504)

Original freight bill stamped for signature of the certifying officer approving the rates, thereby facilitating expeditious handling. (No. 744)

Show ultimate destination on all bills of lading covering export shipments, which will aid carriers in preparing freight bills and assist commodity offices in verifying such bills. (No. 627)

Table for the compilation of freight bills eliminating the use of the calculating machine. (No. 295)

REPORTS

Revision of method of reporting the "Daily Summary of Port Activities" whereby repetitious material would not be given when the previous report has not changed. (No. 318)

Submission of "Daily Report of Port Activities" only when there is positive action to report. (No. 620)

11D TRANSPORTATION

TRANSIT

Form MO 541 "Transit Tonnage Record" to which tonnage detail is posted, facilitating the policing of receipt of recorded freight bills and safeguards the transit privilege. (No. 320)

Include an instruction on the bill of lading regarding the outbound application of transit tonnage, which will eliminate two different transit references being shown on the bill of lading and frequently confuses the carrier's agent. (No. 842)

11E WAREHOUSING

Use of Form SS 154 "Forwarding Notice and Non-negotiable Receipt" in lieu of PMA-375 "Consignee Receipt" on transfer of title transactions in connection with acquisitions of processed commodities in warehouses and storage in the same facilities. The plan saves time in documentation, eliminates one form, and eliminates duplicate checking. (No. 332)

EXAMINATION AND APPROVAL

Check sheet for providing a systematic method of determining the sufficiency and accuracy of information on CCC Form 24 "Application for Approval of Warehouse. (No. 862)

Revise Form KC 195 "Notice of Warehouse Approval" by printing on lighter weight paper and allowing the form to remain on $8\frac{1}{2} \times 10\frac{1}{2}$ paper as printed, rather than cut into two parts, which facilitates the typing operations. (No. 780)

When applying for approval of warehouse facilities for processed commodities, applicant to complete a detailed "Request for Original Inspection" form, which would eliminate to some extent the need for a Warehouse Examiner to examine the facility. (No. 809)

Alphabetical listing of elevators by name of city be prepared on a work sheet, aiding in the checking of stop-storage dates and reducing the element of error incurred in checking elevator cards. (No. 357)

Installation of a Linedex Rotary File in a central office location for the current listing of elevator code numbers, in lieu of searching mimeographed listings of amendments, deletions, or additions for code information. (No. 457)

List of warehouses showing all affiliated warehouses by location, to be used by operating officials in applying averages to proper elevator accounts and effecting stop payment controls. (No. 856)

11E WAREHOUSINGEXAMINATION AND APPROVAL

Plan for handling supplemental instructions issued to correct, add, and delete code numbers of approved warehouses, whereby the number of copies of teletypes prepared is reduced. (No. 326)

RATE CHARGES

Discontinue preparation of correspondence to warehousemen notifying them of overdeliveries and requesting billing, and substituting in lieu thereof a procedure for preparing and certifying a voucher for the overdelivery. (No. 850)

Review of Forms FDA 804 and PMA 46-1 "Storage Contract Control" sheets to facilitate better control over payment of claims, more legible entries, and reduce possibility of duplicate payments. (No. 297)

Simplified method of processing invoices for payment of warehousing charges, whereby typist prepares voucher directly from the invoice and eliminates preparation of a rough draft. (No. 430)

Supplementary schedule for use by warehousemen when billing the Government for storage and handling charges on processed commodities, thereby facilitating the processing of the documents. (No. 316)

RECEIPTS - TRUST ORDERS

Warehousemen to show elevator code number on CCC warehouse receipts and supplemental certificates, aiding the commodity offices in readily identifying such documents and expediting the processing operation. (No. 588)

Method for averaging warehouse receipts for the purpose of obtaining the test weight average of CCC owned grain. (No. 406)

Preparation of extra copy of Form CCC P-8, "Request for Trust Order" to be routed to Custodial Unit to facilitate removing warehouse receipts from files in advance of Trust Order. (No. 427)

Preparation of Form CCC 223 "Receipts at _____ Elevator" be discontinued for all types of forfeitures on which warehouse receipts are issued, since the information thereon is duplicated on the IBM listings. (No. 394)

Method of preparing CCC Form 89 "Request for Preparation of Trust Order" when all grain is to be moved from an elevator. (No. D-17)

11E WAREHOUSINGRECEIPTS - TRUST ORDERS

Suspense file of pending trust orders for use in determining net availability balances of grain in the terminal elevators, resulting in more accurate inventory figures and saves manpower. (No. 485)

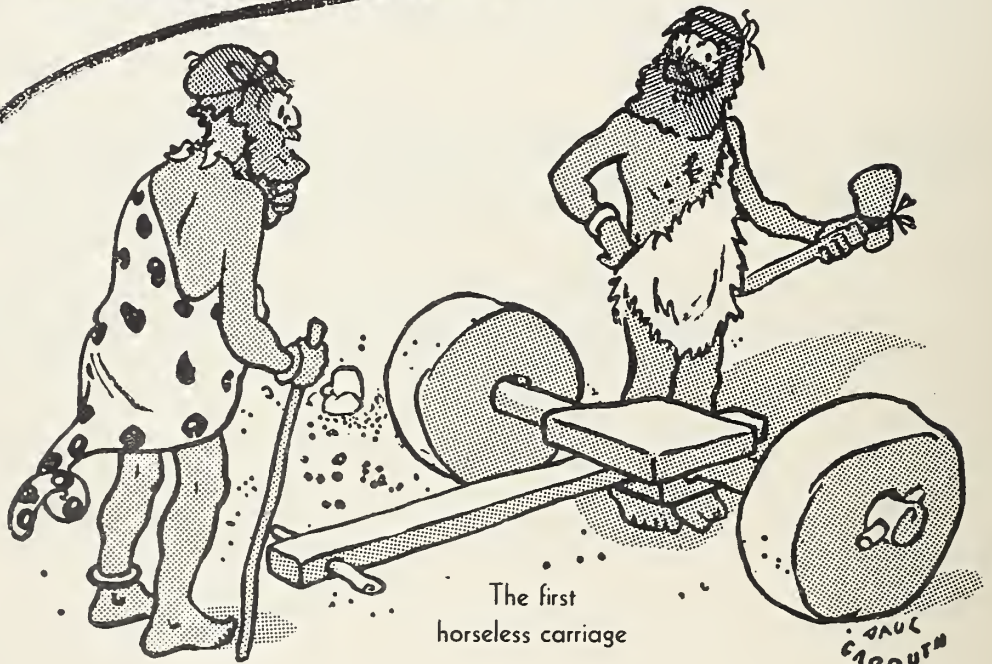
UNIFORM STORAGE AGREEMENTS

Amend Section 15 of the Bean Storage Agreement to require supplemental certificates indicating the payer of inbound freight to the storage point. Such certificates would facilitate processing the documents. (No. 839)

"Insurance Coverage Sheet" form adopted as part of the Uniform Grain Storage Agreement to obtain insurance information on risks carried by warehousemen, which establishes uniformity and more accurate information. (No. 615)

Secure warehouse financial statements annually at the time of renewal date of agreement, which would eliminate the need for a cardex file maintained to reveal cases one year old. (No. 616)

PLENTY OF ROOM
FOR IMPROVEMENT



If your job can be done . . .

CHEAPER

FASTER

BETTER

SAFER

Tell your Suggestion Committee

